

R E C R U I T E R S ' A D M I N I S T R A T I V E G U I D E

TRAVEL

Make your travel reservations through the SATO Office in Washington, D.C. Their phone number is (202) 482-1543. Their fax number, should you need it is (202) 482-0527.

For information on per diem rates go to the following website:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd00d.html>

To find government contract flight, hotel and car rental information:

<http://www.fedtravel.com/gsa/Hotels.asp?Flights=Y&Cars=&Hotels=&Home=Y>

First, complete a CD-29 Travel Order (copy attached). Please do not use your offices' automated system. An electronic version of the CD-29 may be located at:

<http://www.commerce.doc/forms/direct.htm>.

Second, fax a copy of the CD-29 to Colette Davis for signature approval at **least two weeks before event if possible**.

Third, forward SATO's itinerary email to Cdavis@doc.gov.

CAREER FAIR EVENT

Before the event begins you will receive an e-mail outlining the facts of the event, i.e., setup time, time to dismantle, event evaluation, materials shipped, FedEx tracking information, and FedEx slip to return the display materials. You will also need to take your travel package (one pagers; Changing the World through Commerce; Realize your Dreams; Student brochure and the listing of current vacancy announcements) and the event evaluation form. The event evaluation form needs to be **returned within five days of returning from event**, they will be used to determine future attendance at each event.

During the career fair you will have brochures and giveaway material. It will be your responsibility to distribute materials proportionate to the amount of days you will be in attendance. For most events you will have the Department of Commerce table throw and the DOC banner.

After the event you will need to dismantle and pack any materials that need to be returned to the Department, using the FedEx label provided with the shipped materials. You need to your event evaluation, if possible, otherwise you will need to e-mail Colette the evaluation when you return along with the resumes and the list of names.

CONTACTS:

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Address:

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